**SUB-DELEGATION OF POWERS, DUTIES, FUNCTIONS AND RESPONSIBILITIESIN TERMS OF THE LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003 AND ITS ASSOCIATED REGULATIONS; DIVISION OF REVENUE ACT; LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 BY THE CHIEF FINANCIAL OFFICER OF THE …………. MUNICIPALITYTO THE MANAGER: MUNICIPAL BUDGETS WITHIN THE BUDGET AND TREASURY OFFICE OF THE ………….. MUNICIPALITY**

By virtue of the authority vested in me by section 82(1) of the Municipal Finance Management Act, 2003 (Act 56 of 2003), I, …………………, in my capacity as Chief Financial Officer of the ……………. Municipality, hereby sub-delegate the powers, duties, functions and responsibilities to the incumbent of the position Manager: Municipal Budgets.

It should be noted that further sub-delegation by the Manager: Municipal Budgets must only be undertaken with my concurrence.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHIEF FINANCIAL OFFICER**

**DATE:**

I ………… in my capacity as Manager: Municipal Budgets of the ……. Municipality hereby accepts the delegations in the attached Annexure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANAGER: MUNICIPAL BUDGETS**

**DATE:**

**[Note: this is a pro forma template which must be used for the issuance, acceptance and implementation of delegations by the delegator and delegatee. This therefore means that whenever the CFO or any other official sub-delegates, this template will have to be used and the relevant names will have to be inserted above.]**